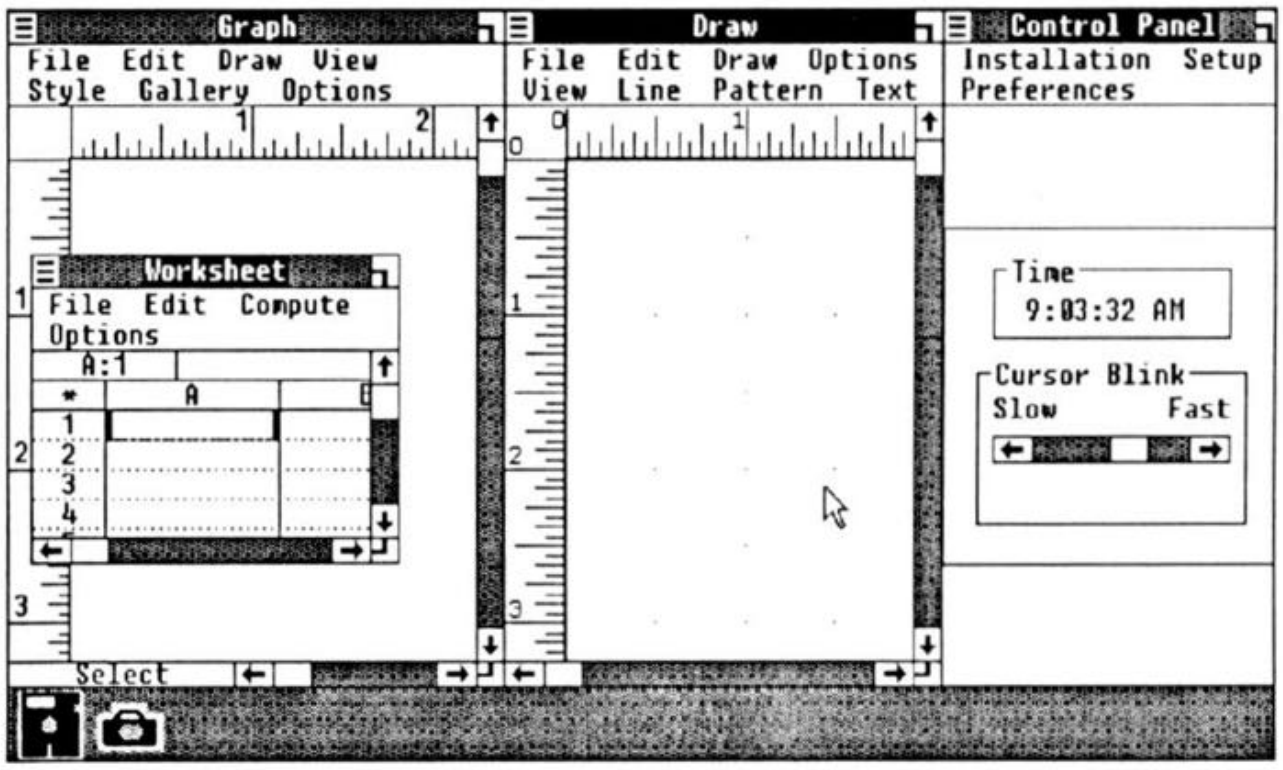
MICROGRAFX

Guide to Getting Started
and
Learning the Windows Environment



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System Requirements

To use this Micrografx program, you need:

- An IBM PC or compatible, with MS-DOS 2.0 (or higher), and two disk drives or one disk drive and a hard disk; an AT-class computer with a hard disk is recommended.

- 512K RAM, minimum; 640K is recommended.

- A Color Graphics Adapter (CGA), Hercules Graphics Adapter, or other Windows-compatible graphics card; for color, an Enhanced Graphics Adapter is required.

- A monochrome graphics monitor or color monitor compatible with the adapter card.

Note Appendix B lists the device drivers compatible with Micrografx programs.

About This Guide

This Guide shows you how to install your new Micrografx program. The program may be used either with or without Microsoft Windows. For users new to the Microsoft Windows environment, this guide also contains step-by-step procedures for learning the Windows environment with the mouse and with the keyboard. In addition, it provides instructions for using the Control Panel and making changes to Windows to make your system run more efficiently.

If you are familiar with the Windows environment, after you install your new Micrografx product, go to the User's Guide for instructions for starting and using the program.

Here is a description of each chapter's contents:

Getting Started	Installing your Micrografx program on two floppy disks or on a hard disk.
Learning the Windows Environment	Moving, sizing, expanding, and closing windows. Opening menus and choosing commands with keyboard and mouse.
Using the Control Panel	Selecting screen preferences, adding and deleting printers and fonts, and setting up additional printers and communications ports.
Using the Clipboard Viewer and Print Spooler	Viewing the contents of the Clipboard and controlling print spooler files.

Appendix A: Making Changes to the WIN.INI File	Creating output files and turning the print spooler off.
Appendix B: Device Drivers	Lists of available drivers for graphics adapters, printers and plotters, and input devices.
Appendix C: System Messages	Messages from Windows.

Chapter One

Getting Started

Before you install a Micrografx program, take a moment to complete the enclosed registration card. By sending the card to Micrografx, you ensure the best possible service. Registered users receive free technical support by telephone (for 60 days from the first call) and product upgrade information. Extended Technical Support Service is available for an annual fee. Complete and mail the card today.

Making Backups

Always make backup copies of the Micrografx disks and data disks to guard against loss of data. Use the backups in your daily work and keep the original disks in a safe place.

You need several blank disks for this procedure. Because the disks are not copy-protected, you can use the DOS Copy or Diskcopy commands or any other copy procedure. (Make sure that the disks are blank, or that they contain data you no longer need. The Diskcopy procedure destroys data already on the disks.)

Here is one way to make backup copies of the original disks:

1. Insert the Program disk into drive A.
2. Insert a blank, unformatted disk into drive B. (In the case of one floppy disk drive, the drive mimics both drives A and B. You are prompted when to insert the disk for drive B.)
3. Type **DISKCOPY A: B:** and press **ENTER**.
4. Repeat steps 1 through 3 for all of the Micrografx disks.
5. Label the backup disks as the original disks are labeled.

Checking the README.DOC File

Be sure to read the README.DOC file on the Micrografx Program disk. README.DOC contains updated information not available in this manual.

To print the README.DOC file:

1. Insert the Program disk backup into drive A.

Note Substitute the port that your printer is connected to in the next step. Make sure the printer is on before pressing **ENTER**.

2. Type **TYPE A:README.DOC>LPT1:** and press **ENTER**.

Running Micrografx Programs without Microsoft Windows

Micrografx Programs are created to run in a Windows environment and can be used with or without Microsoft Windows. This section describes installing the Program if you do not have Microsoft Windows running. If you are running Microsoft Windows, use the procedures in the next section, "Running Micrografx Programs with Microsoft Windows."

After installing the Micrografx Program and becoming familiar with the rest of this guide, go to the User's Guide for startup instructions.

Installing a Micrografx Program on a Hard Disk

The Micrografx program and necessary files are on several disks. Use the backups you made for the following procedures.

To install a Micrografx Program on a hard disk:

1. Insert the Micrografx Setup backup disk in drive A.
2. Type **A:** and press **ENTER**.
3. Type **SETUP** and press **ENTER**.
4. Follow the instructions on the screen.

Installing a Micrografx Program on Two Disk Drives

The Micrografx program and necessary files are on several disks. Use the backup disks you made.

During the Setup procedure, you create two disks, Startup and System. You use them each time you start and work with the Program.

Have at least two blank, formatted disks labeled with the name of the Program. Add "Startup" to one label and "System" to the other. You may want to label more blank, formatted disks to use as data disks.

To install a Micrografx Program on two drives:

1. Insert the Micrografx Setup backup disk in drive A.
2. From the A> prompt, type **SETUP** and press **ENTER**.
3. Follow the instructions on the screen.

Running Micrografx Programs with Microsoft Windows

Micrografx Programs are created to run in a Windows environment and can be used with or without Microsoft Windows. This section describes installing the Program if you have Microsoft Windows running. If you do not have Microsoft Windows, use the procedures in the previous section, "Running Micrografx Programs without Microsoft Windows."

Note After installing the Micrografx Program, go to the User's Guide for startup instructions. If you are new to the Microsoft Windows environment, read the rest of this guide to become familiar with Windows.

Installing a Micrografx Program on a Hard Disk

The Micrografx program and necessary files are on several disks. Use the backups disks you made.

You may create a separate subdirectory under Windows for the program files, or you may copy the files to the Windows directory.

To install the Micrografx Program, start Windows and follow these steps. (The first four steps describe making a separate subdirectory using the MS-DOS Executive.)

1. Choose the Create Directory command from the Special menu. A dialog box appears.
2. Type a name for the directory (such as DRAW, GRAPH, or INVISION) and press **ENTER**.
3. Choose the Change Directory command from the Special menu.
4. Type the name of the new directory and press **ENTER**.
5. Insert the Program backup disk into drive A.
6. Highlight the drive A icon. The list of filenames on the Program disk appears.
7. Choose the Copy command from the File menu. A dialog box appears.
8. Press **SHIFT-TAB** to move the text cursor to the COPY: text box.
9. Type ***.***.
10. Press **TAB** to move the text cursor to the TO: text box.
11. Type **C:**.
12. Click Ok or press **ENTER**. The files are copied to your directory.

Installing a Micrografx Program on Two Disk Drives

No installation is necessary on a two-disk drive system if you have Microsoft Windows. You need only the Program disk to run the Micrografx program.

Note To improve performance on a two-drive system, copy the executable files (files with the extension .EXE) to your data disks. Having the .EXE files on the same disk with data files reduces disk swapping.

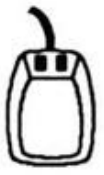
Chapter Two

Learning the Windows Environment

This chapter is for users who have never worked in the Microsoft Windows environment before, and describes both mouse and keyboard instructions for choosing menus and commands, manipulating windows, and using dialog boxes.

Using the Mouse

The mouse, a small pointing device that fits under your hand, moves the pointer on the screen as you move the mouse across a flat surface. You use the mouse to open menus and choose commands, expand icons, and move and size windows.



In this manual, the mouse icon (left) indicates that the action described uses a mouse.

Note The left mouse button is the primary button, or Button 1. The right mouse button is Button 2. Using the Mouse command in the Control Panel, you can switch the functions of the two buttons. (Read chapter 3, "Using the Control Panel.")

These terms describe actions you perform with a mouse:

- **Point** — Move the mouse until the tip of the pointer rests on what you want to point to.
- **Click** — Quickly press and release the mouse button.
- **Press** — Hold down the mouse button.
- **Drag** — Move the mouse while holding down the mouse button.
- **Double click** — Click the mouse button twice in rapid succession.

If you have never used a mouse before, expect to take a short time to become comfortable with it. Soon you will find the mouse to be quite convenient.

Using the Keyboard

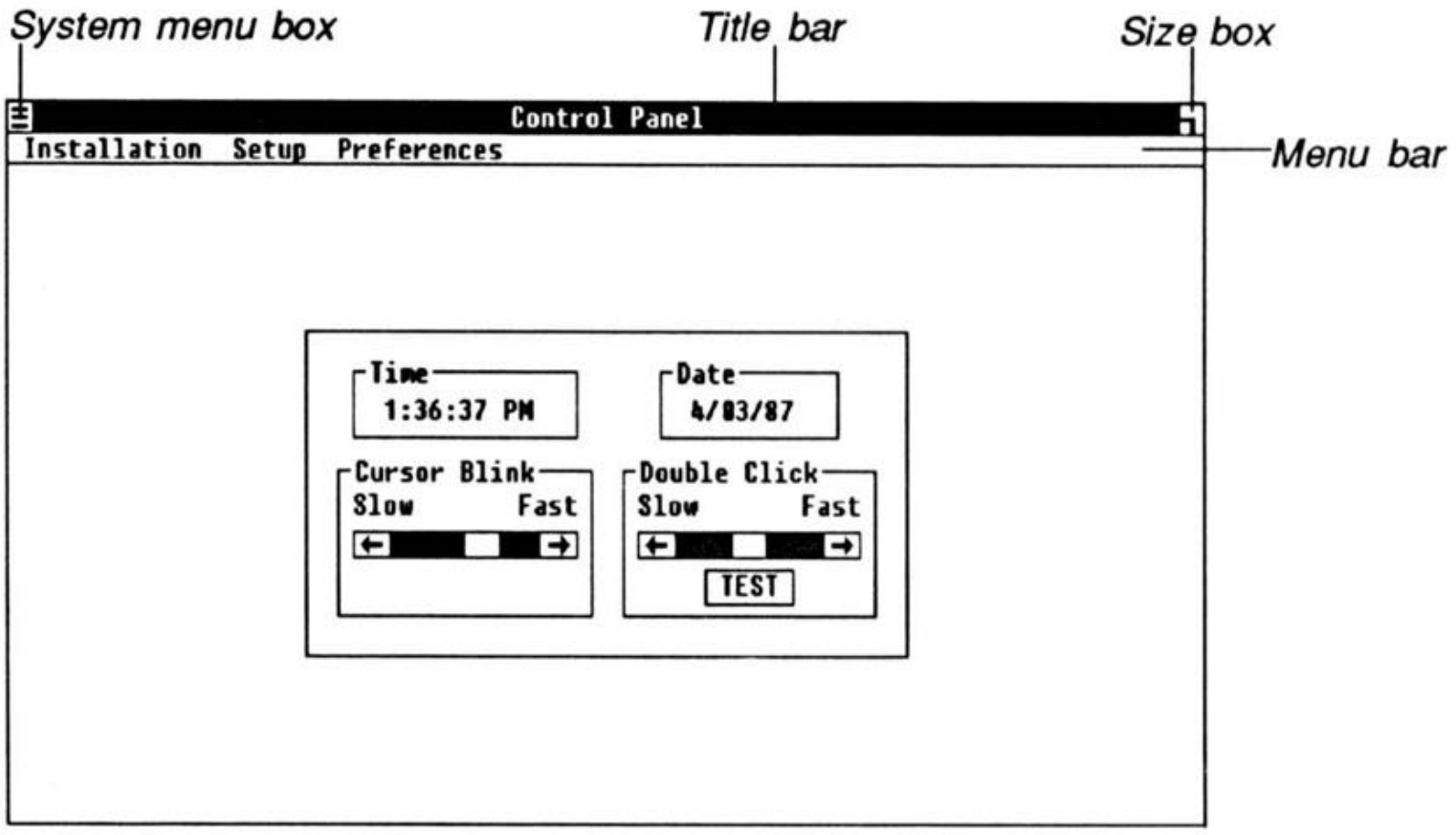
This table shows special keys and their uses in windows.

Press:	To:
ALT-SPACEBAR	open the System menu of the active window.
ALT-X	open a menu without first opening the System menu; X is the first letter of the menu you want to open.
ALT-TAB/ ALT-SHIFT-TAB	select the active window (the window to which your next command applies).
ENTER	execute commands and process selections in dialog boxes (same as choosing Ok).
ESC	cancel the current process, such as choosing a command, selecting from a menu, or closing a dialog box (same as choosing Cancel).
TAB	move among option areas in a dialog box.
ARROW KEYS	move within option areas in a dialog box.
SPACEBAR	select an option in a dialog box.

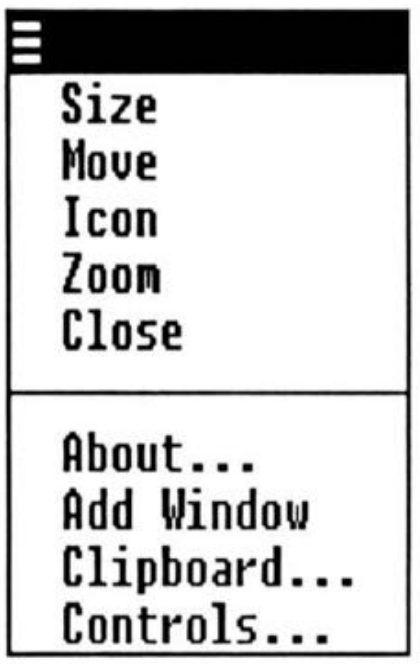
In this manual, the keyboard icon (left) indicates that the action described uses a keyboard.

Choosing Menus and Commands

Commands are organized in menus on the menu bar. Each window has its own menus and commands.



The System menu is common to all windows. It contains commands for manipulating the window itself.



The About command gives information about the program running in the window.

Micrografx programs add these commands to the System window: Add Window, Clipboard, Controls.

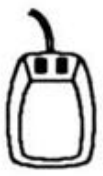
The Add Window command opens a second instance of the program in a window next to the one that is running.

The Clipboard command runs the Clipboard viewer in a window so you can see the contents (read "Using the Clipboard and Print Spooler").

The Controls command runs the Control Panel (read "Using the Control Panel").

To open a menu with the mouse:

- Move the pointer to the menu title and press Button 1.



To choose a command with the mouse:

1. Open the menu.
2. Drag the pointer to highlight the command you want.
3. Release Button 1.

To open a menu with the keyboard:

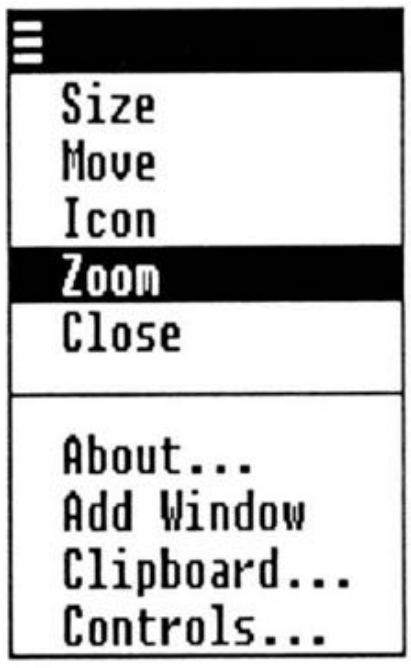
1. Press and hold the **ALT** key.
2. Press the **SPACEBAR**. The System menu opens.
3. Release both keys. The menu remains on the screen.
4. Press the **RIGHT ARROW**. The first menu on the menu bar opens.
5. Press the **RIGHT ARROW** again. The next menu opens. The **LEFT ARROW** displays menus to the left.
6. Press **ESC** to close the menu without choosing a command.

Shortcut Press the **ALT** key and the first letter of the menu title to open a menu. For example, **ALT-F** opens the File menu.

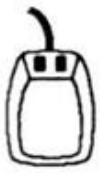
To choose a command with the keyboard:

1. Open the menu.
2. Press the **DOWN ARROW** to highlight the command you want, or type the first letter of the command.
3. Press **ENTER**.

Zooming Windows



You can expand, or zoom, a window to cover the entire screen.



To zoom a window with the mouse, use one of two ways:

- Double click the size box in the upper right corner of the window. The window expands to fill the entire screen.
  OR
- Choose the Zoom command in the System menu.

To unzoom a window with the mouse:

- Double click the size box again or choose the Zoom command again.

To zoom a window with the keyboard:

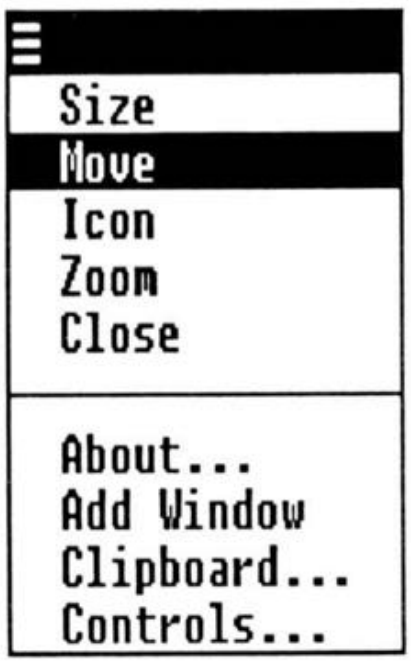
1. Press **ALT-SPACEBAR** to open the System menu.
2. Type **Z** for the Zoom command and release all keys. The window expands to cover the icon area and fill the entire screen.

To unzoom a window with the keyboard:

- Press **ALT-SPACEBAR-Z**. The window returns to its previous size.

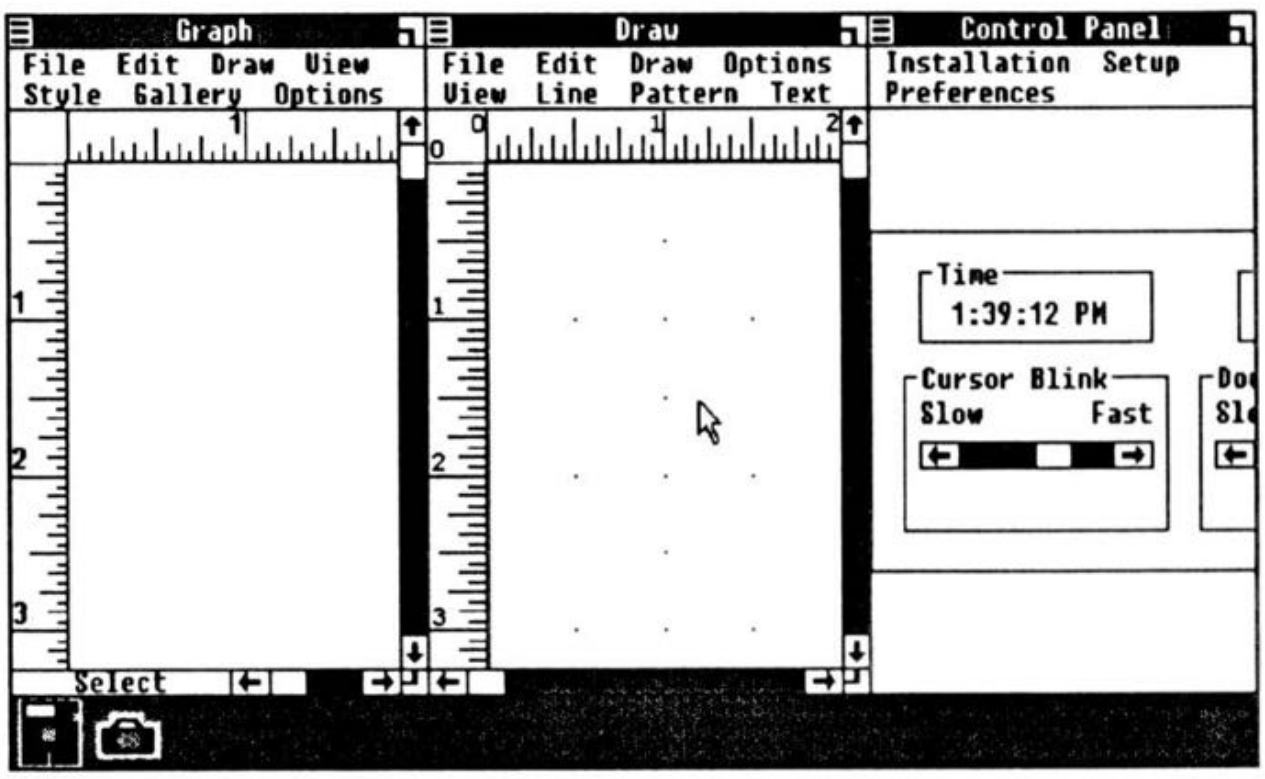
Shortcut Press **ALT-ENTER**. The window zooms. Press **ALT-ENTER** again to return the window to its previous size.

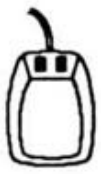
Moving Windows



Several windows can be displayed at the same time; for example, Windows GRAPH, Windows DRAW, and the Control Panel can all be displayed at once. You can rearrange them by moving one window at a time to the top, bottom, right, or left of the screen.

The window with the highlighted title bar is the active window. To make another window the active window with the mouse, click anywhere in that window. With the keyboard, press **ALT-TAB** or **ALT-SHIFT-TAB** to move the active status from one window to another.





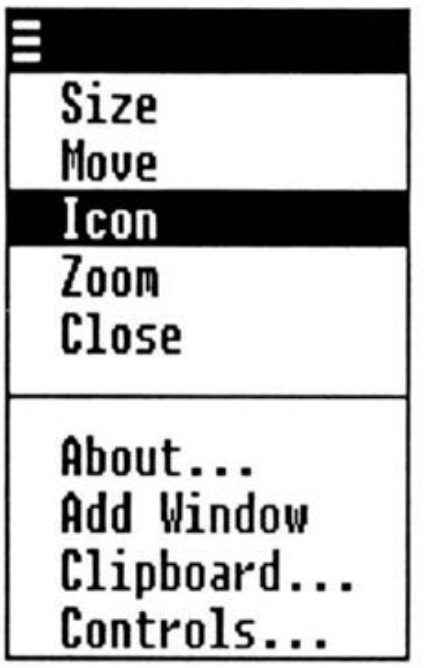
To move a window with the mouse:

1. Point to the title bar and press Button 1. The pointer changes to the window's icon.
2. Drag the icon to a border of an inactive window, either to the opposite border, or to a point on a border where two windows meet.
3. Release Button 1. The windows are rearranged.

To move a window with the keyboard:

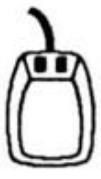
1. Press **ALT-SPACEBAR-M** to choose the Move command from the System menu. The window's icon appears in the center of the window.
2. Press the **ARROW** keys to move the icon to a border of an inactive window, either to the opposite border or to a point on a border where two windows meet.
3. Press **ENTER**. The windows are rearranged.

Shrinking and Expanding Icons



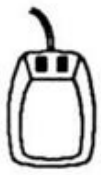
You can remove a program from the work area, but keep it in memory by shrinking its window into an icon. Then, when you want to work in the program again, bring it back into the work area by expanding its icon into a window.

When you shrink a window into an icon, the icon remains highlighted because it is still the active window. Point to another window and click Button 1 or press **ALT-TAB** (or **ALT-SHIFT-TAB**) to make another window active.



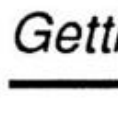
To shrink the active window into an icon with the mouse, use one of three ways:

- Point to the title bar of the active window and press Button 1. Drag the icon into the icon area and release Button 1.
  OR
- Double click the title bar.
  OR
- Choose the Icon command from the System menu. The window shrinks into an icon in the icon area.



To expand the icon into a window with the mouse, use one of two ways:

- Point to the icon and press Button 1. Drag the icon to a border of a window to have the windows be adjacent or to the center of a window to have the icon's program replace the window, which in turn becomes an icon. Other windows on the screen resize to accommodate the expanded window.
  OR
- Double click the icon. The icon expands into a window directly above the icon area. Other windows on the screen resize to accommodate the expanded window.



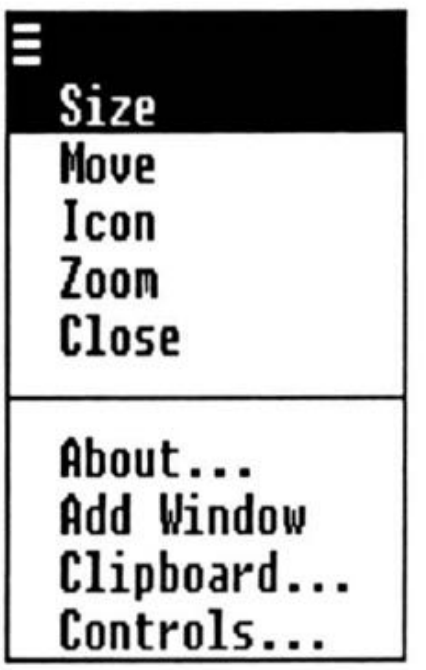
To shrink the active window into an icon with the keyboard:

1. Press **ALT-SPACEBAR-I** to choose the Icon command from the System menu.
2. Release the keys. The window shrinks into an icon in the icon area.

To expand an icon into a window with the keyboard:

1. Press **ALT-TAB** to highlight the icon.
2. Press **ALT-SPACEBAR-I** to choose the Icon command from the System menu.
3. Release the keys. The icon expands into a window above the icon area.

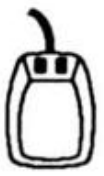
Sizing Windows



When you have more than one window displayed, you can make a window larger or smaller. The other windows adjust their sizes accordingly.

To enlarge the active window with the mouse:

1. Point to the size box of the active window and press Button 1.
2. Drag the size box past the window's border until the new border line indicates the size you want.
3. Release Button 1. The active window enlarges and the inactive window adjusts its size.



To reduce the size of the active window with the mouse:

1. Point to the size box and press Button 1.
2. Drag the size box past the window's border and back into the window until the new border line indicates the size you want.
3. Release Button 1. The windows resize.

Another option is to use the Size command in the System menu. The Size command changes the pointer into a size icon that you can drag to resize the windows. Click Button 1 to end the size operation.

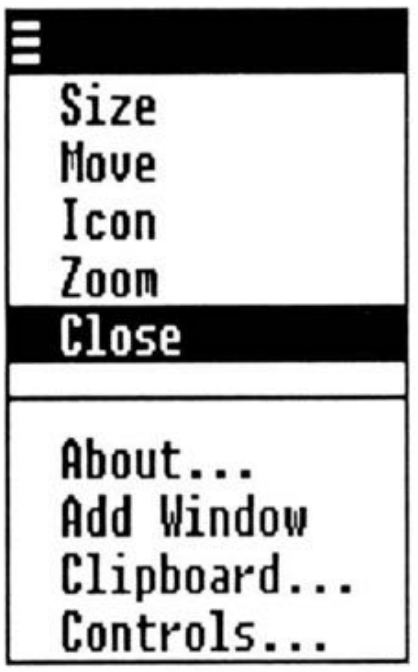
To enlarge the active window with the keyboard:

1. Press **ALT-SPACEBAR-S** to choose the Size command from the System menu.
2. Release the keys. A size box appears in the center of the window.
3. Press an **ARROW** key to move the size box into the inactive window. A line indicates the new border.
4. Press the **ARROW** key repeatedly to move the border to the size you want.
5. Press **ENTER**. The active window enlarges and the inactive window adjusts its size.

To reduce the size of the active windows with the keyboard:

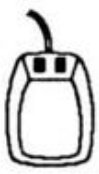
1. Press **ALT-SPACEBAR-S** and release the keys.
2. Press an **ARROW** key enough times to move the size box outside the window's border.
3. Press the opposite **ARROW** key to move the size box into the active window until the new border indicates the size you want.
4. Press **ENTER**.

Closing Windows



You can close a window when you are finished working with a program or to free memory for work in another window. If you have only one window (and no program icons) on the screen, closing the window returns you to DOS.

If you have made changes to your work, the program prompts you to save the file before the window closes.



To close a window with the mouse, use one of two ways:

- Double click the System menu box.
  OR
- Choose Close from the System menu.

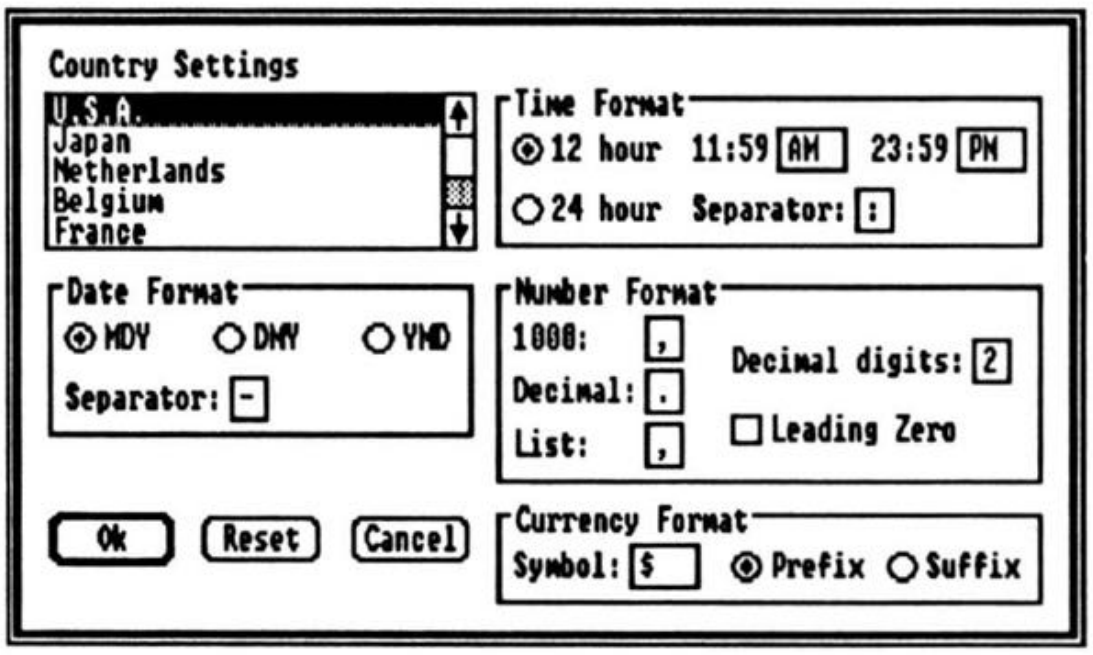
To close a window with the keyboard:

1. Press **ALT-SPACEBAR-C** to choose the Close command from the System menu.
2. Release the keys.

Using Dialog Boxes

When a Windows program needs more information or has a message, it displays a dialog box. You choose options in the dialog box and then choose Ok (press **ENTER**) to process your choices and proceed. Choose Cancel (press **ESC**) to return to the program with no change.

Options in a dialog box that toggle on and off have square check boxes. Options that allow multiple selections have round option buttons.



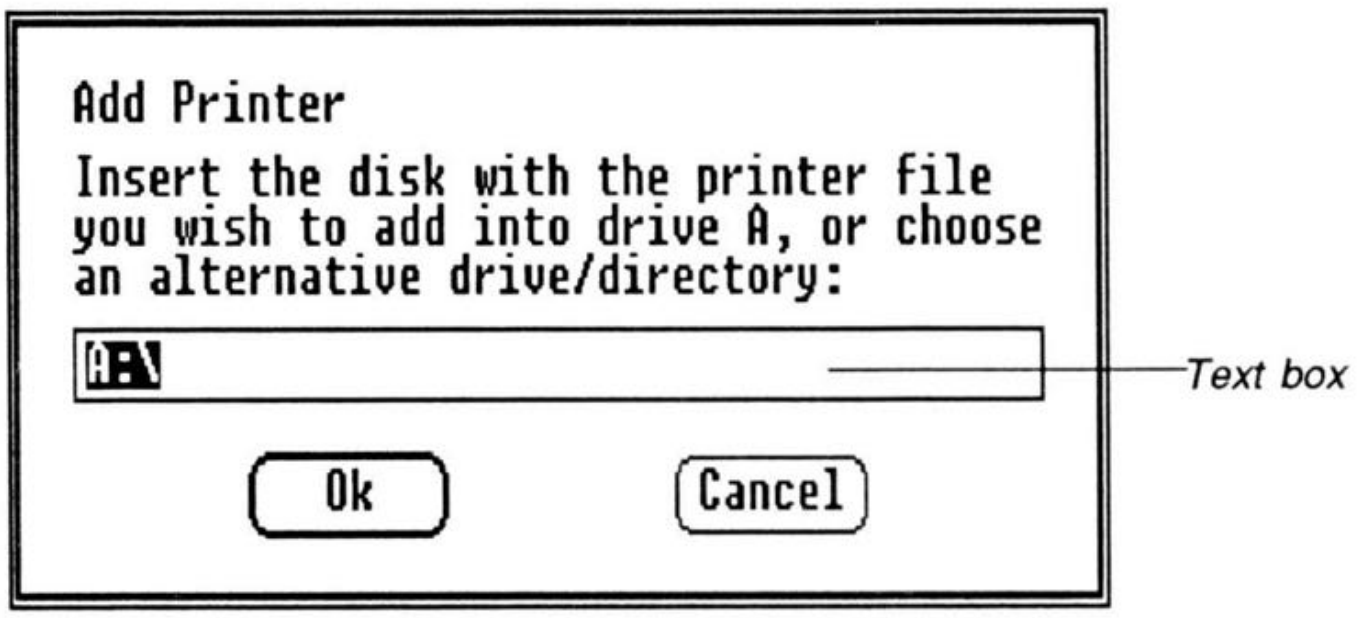
To choose options with the mouse:

- Point to the option you want and click Button 1. Click again to deselect the option.

To choose options with the keyboard:

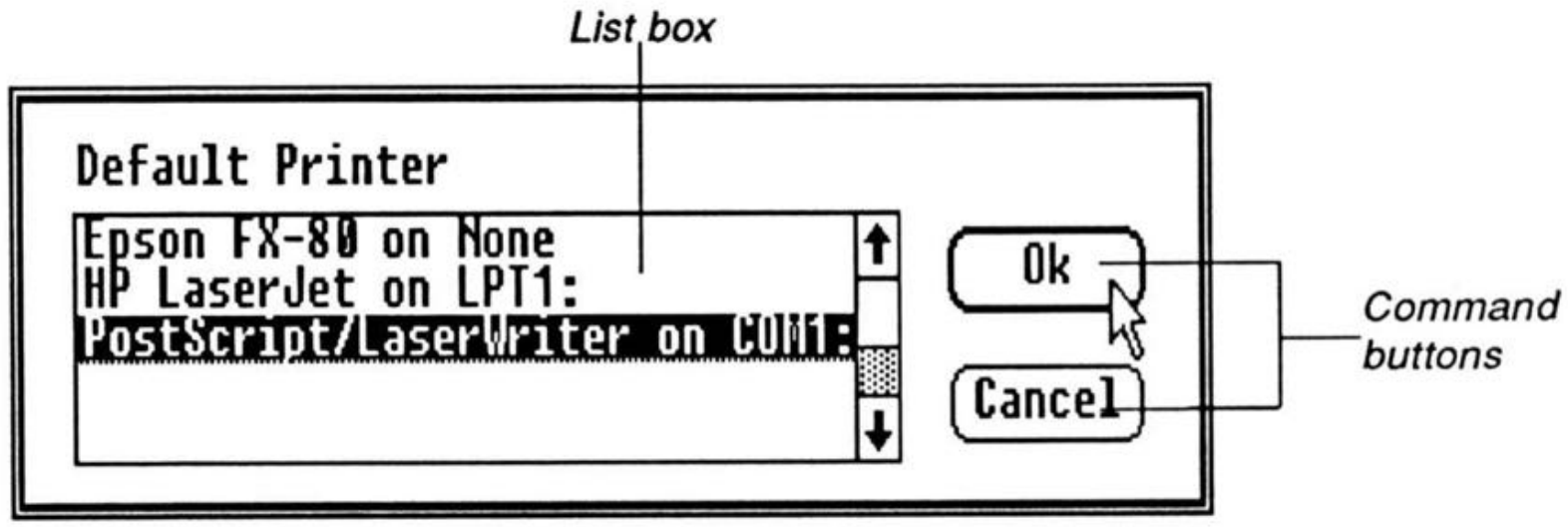
1. Press **TAB** to move to the option area you want.
2. Press the **ARROW** keys to move among options within the area.
3. Press the **SPACEBAR** to select an option.

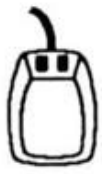
Some dialog boxes have text boxes for information you type.


Add Printer
Insert the disk with the printer file you wish to add into drive A, or choose an alternative drive/directory:
A:\
Ok
Cancel
Text box

Use the **ARROW** keys to move the text cursor and the **BACKSPACE** key to erase typing errors. Highlighted text in a text box disappears when you begin to enter new information. To edit the highlighted text, first press the **RIGHT ARROW** to remove the highlighting. The **HOME** and **END** keys move the cursor to the beginning and end of the text.

Some dialog boxes have a list box containing filenames, names of printers, ports, etc., to select.





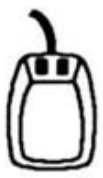
To choose a name in a list box with the mouse:

- Point to the name and double click Button 1.
  OR
- Click the name to highlight it and then click Ok or Open.

To choose from a list box with the keyboard:

1. Press the **TAB** key to move the cursor to the list box.
2. Press the **ARROW** keys to highlight the name you want.
3. Press **ENTER**.

Command buttons with bold borders are defaults—options you most often want to use. To select the default command, press **ENTER**.



To close a dialog box with the mouse:

- Click the command button you want.

To close a dialog box with the keyboard:

- Press **ENTER** to process the choices you made and close the dialog box.

- Press **ESC** to cancel the choices you made and close the dialog box.

- *To choose any other command button,* press the **TAB** key to move the cursor to the button and press the **SPACEBAR** to select it.

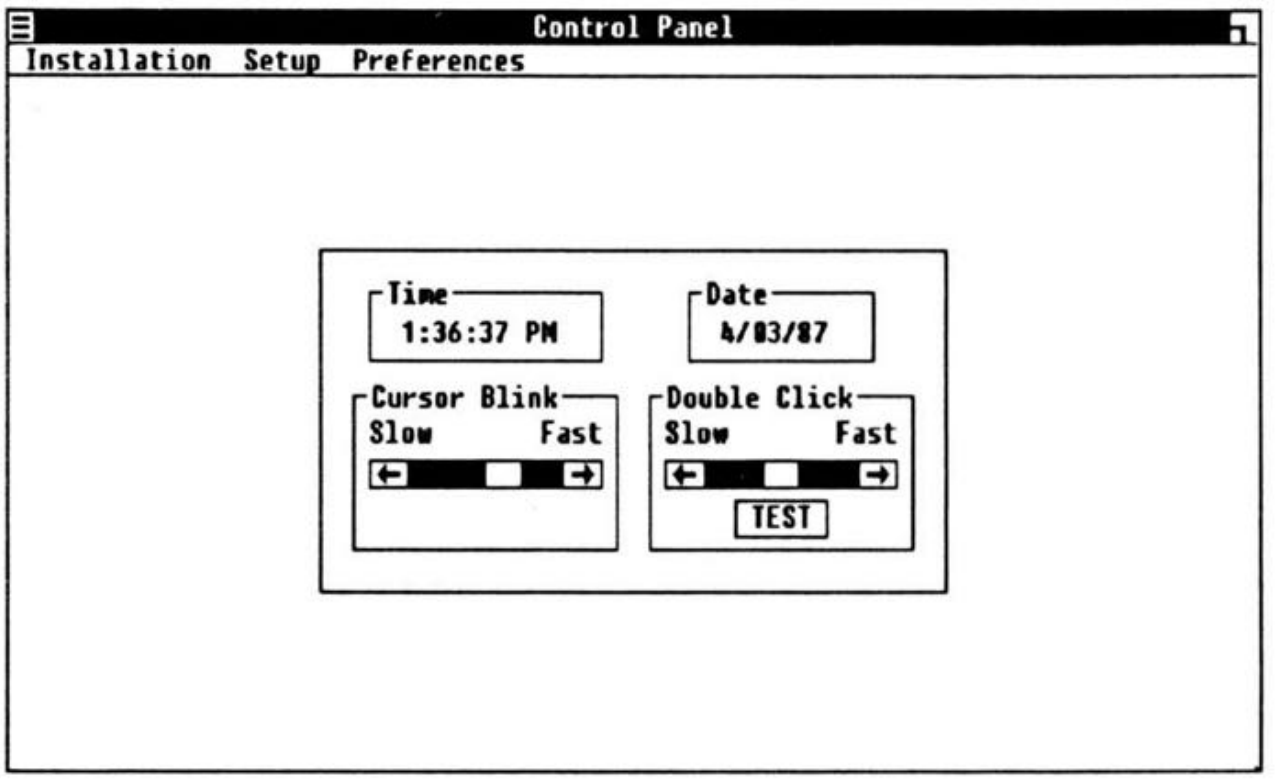
Chapter Three

Using the Control Panel

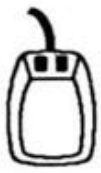
The Controls command in the System menu opens the Control Panel. The menus and commands in the Control Panel let you customize screen colors, specify connections for printing devices, set the baud rate for serial devices, and add and delete printers without running the Setup program again.

Adjusting the Settings

The Control Panel lets you adjust the settings for the time and date, for the speed at which the text cursor blinks, and for the speed of double click.



Setting the Time and Date



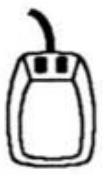
To adjust the time and date with the mouse:

1. Point to and click on a number you want to change.
2. Click the up or down arrow that appears in the box to increase or decrease the number.

To adjust the time and date with the keyboard:

1. Press **TAB** to move the cursor to the area where you want to make a change.
2. Press the **LEFT** and **RIGHT ARROW** keys to highlight the number you want to change.
3. Press the **UP** and **DOWN ARROW** keys to increase or decrease the numbers, or type a new entry.

Setting the Cursor Blink Rate



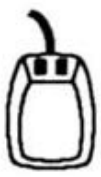
To adjust the cursor blink rate with the mouse:

- Click the "slow" or "fast" side of the scroll bar, or drag the scroll box to the left or to the right to decrease or increase, respectively, the speed at which the cursor blinks. The blinking cursor below the scroll bar reflects the speed you select.

To adjust the cursor blink rate with the keyboard:

1. Press **TAB** to move the cursor to the scroll box.
2. Press the **ARROW** keys to move it.

Setting the Double Click Rate



To adjust the double click rate with the mouse:

1. Click the "slow" or "fast" side of the scroll bar, or drag the scroll box to the left or right.
2. Point to the Test box and double click (click twice quickly) to test the rate of speed you have chosen.

Using the Installation Menu

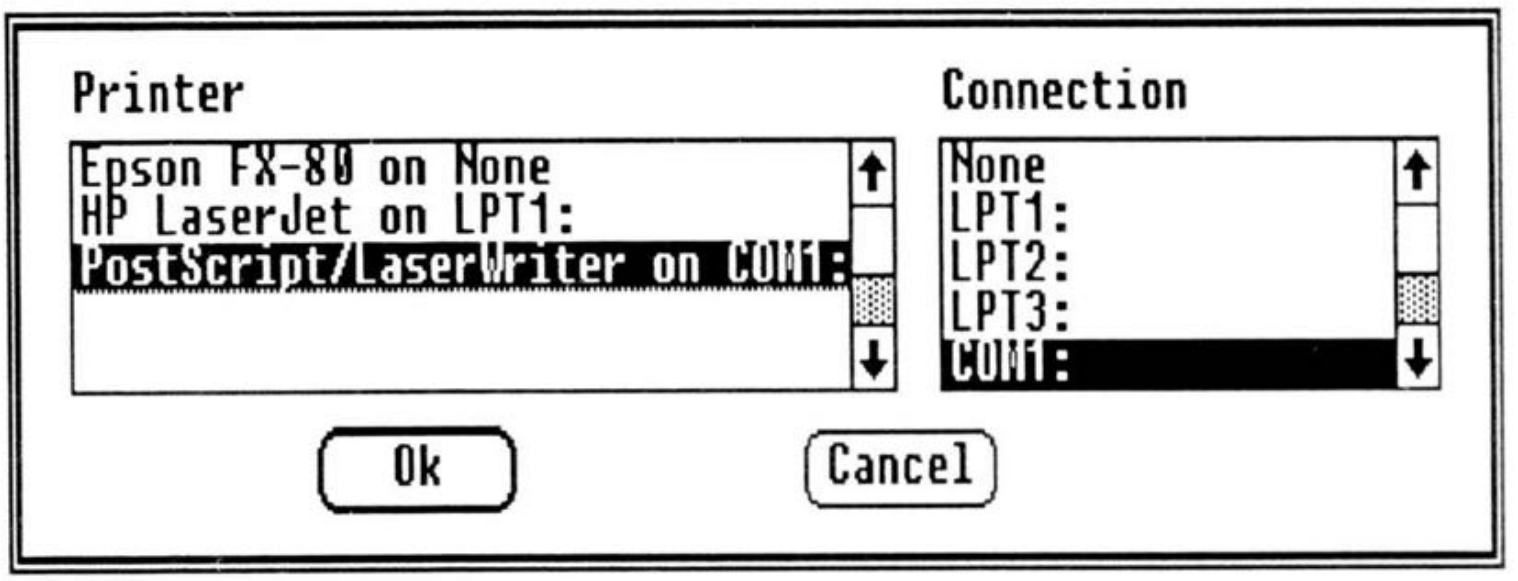
The Installation Menu lets you add a new printer, delete a printer, add a new font, and delete a font.

Adding a New Printer

To add a new printer:

1. Choose the Add New Printer command. A dialog box appears asking you to insert the disk containing the printer driver file.
2. Insert the disk and press **ENTER** to see the list of driver filenames.
3. Select the printer by double clicking the filename, or by highlighting it and choosing Ok. A dialog box appears.
4. Type the drive and directory where you want the printer driver and press **ENTER**. The driver is added.

5. Open the Setup Menu and choose the Connections command.



6. Select the port connected to your printer and choose Ok.

Deleting a Printer

To delete an installed printer:

1. Choose the Delete Printer command.
2. Highlight the name of the printer file.
3. Choose Delete.

Note If you wish to keep the printer driver on the disk, but disconnect the installed printer, choose the Connections command in the Setup Menu and select None for the communications port. In this way, you may reconnect that printer without copying the driver from a disk.

Adding a New Font

To add a font:

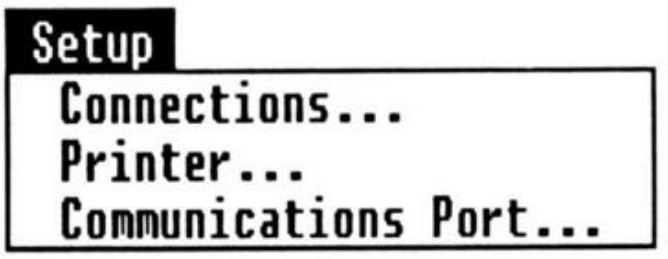
1. Choose the Add New Font command. A dialog box appears asking you to insert the disk containing the font file.
2. Insert the disk and press **ENTER** to see the list of filenames.
3. Select the font by double clicking the filename, or by highlighting it and choosing Ok. A dialog box appears.
4. Type the drive and directory where you want the font file (or accept the default) and press **ENTER**.

Deleting a Font

To delete a font:

1. Choose the Delete Font command. A dialog box appears listing the installed fonts.
2. Highlight the font file.
3. Choose Delete.

Using the Setup Menu



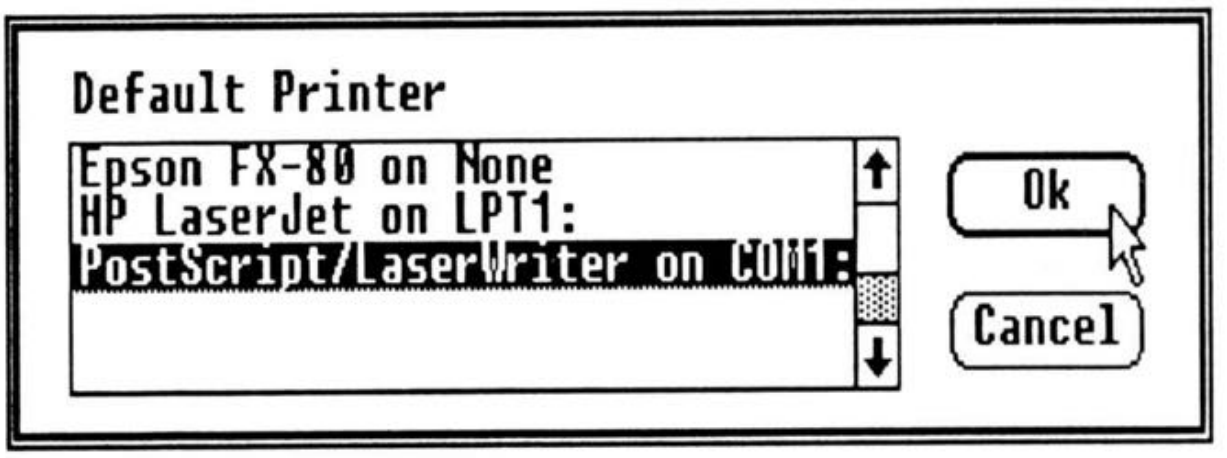
The Setup Menu lets you choose printer ports and default options, and lets you see the parameters for the output devices you have installed. Each choice results in a dialog box with more information and choices.

Connecting Printers and Ports

The Connections command lets you choose the communications ports connected to your printing devices. You must use this command to complete installation and deletion of printer files installed in the Control Panel. Only one device can be connected to each port. If you have several devices installed, some can be set to "None" and reset to a port when you want to use them.

Choosing a Default Printer

The Printer command lets you choose the default printing device and the default output modes for that device.

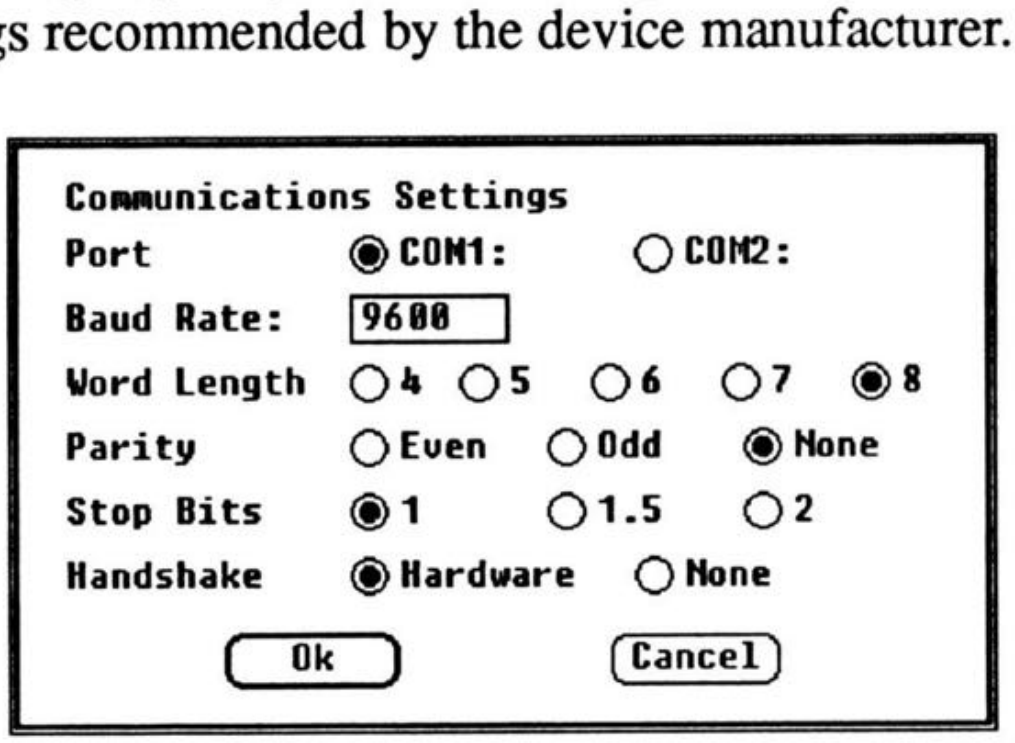


When you select a default printing device and choose Ok, an output mode dialog box appears. You may set the default paper orientation to portrait or landscape, set the printing speed, choose pen colors for a plotter, etc., depending on the options available for your device.

Setting Up a Communications Port

Use the Communications Port command to choose serial port settings for the output device you are using.

Before using a printing device, you must specify which port it is on. A device connected to a serial port requires that you specify the baud rate, word length, parity, number of stop bits, and handshake protocol. Use the settings recommended by the device manufacturer.

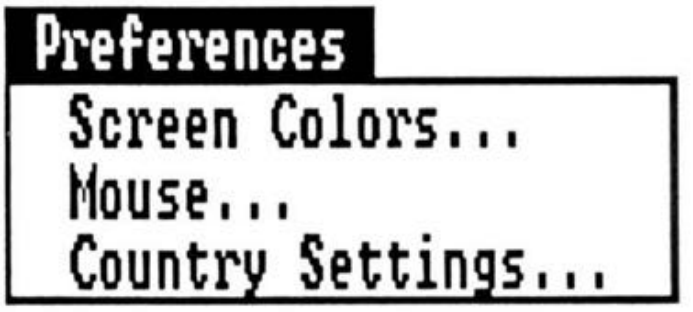


Consult your printing device manual for more information.

Note For HP plotters and serial HP LaserJet printers, we recommend that you use these settings: baud rate = 9600, word length (number of data bits) = 8, stop bits = 1, handshake = hardware. The recommended cable is the HP 17255D. For hardware handshaking, the pin configuration is 1-1, 2-3, 3-2, 5-20, 6-20, and 7-7.

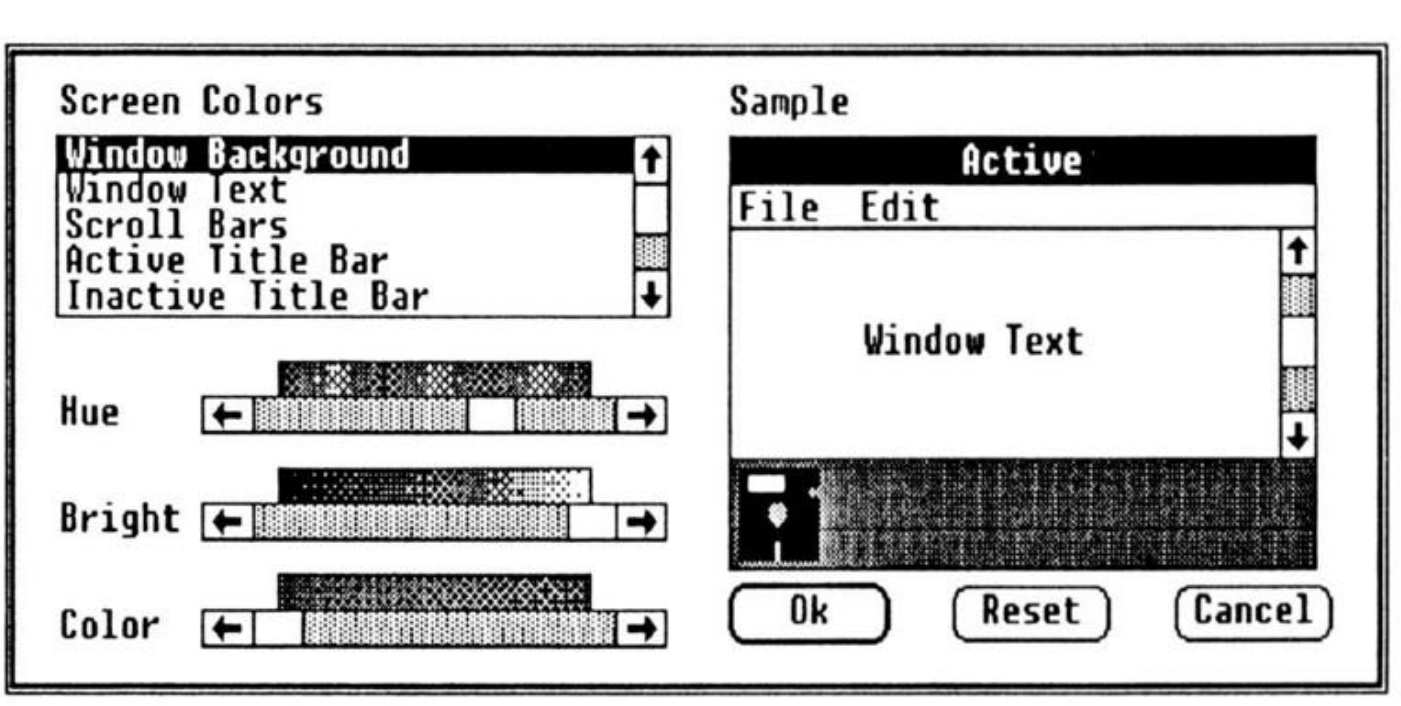
Using the Preferences Menu

The Preferences Menu lets you set the screen colors for your system, choose which button on a two-button mouse is Button 1, and change preferred country settings.



Setting Screen Colors

Use the Screen Colors command to alter the colors and shades on the screen. You can adjust colors for the window background, text, scroll bars, the active title bar, the inactive title bar, title bar text, window frame, menu text, and screen background. Moving the scroll bars determines the hue, brightness, and color for your window. You can see the changes in the small test window.



To set the screen colors with the mouse:

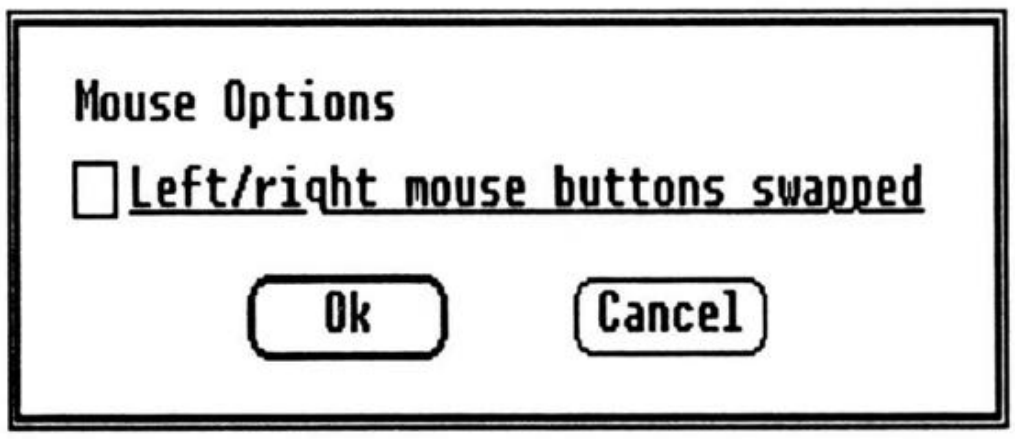
1. Choose the Screen Colors command.
2. Highlight in the list box the part of the window you want to change.
3. Point to a scroll box, press Button 1, and drag the box to make changes.
4. Click Ok to save your changes, choose Reset to start over, or choose Cancel to close the box without making changes.

To set the screen colors with the keyboard:

1. Choose the Screen Colors command.
2. Highlight in the list box the part of the window you want to change.
3. Press **TAB** to move the cursor to a scroll box.
4. Press the **ARROW** keys to move the scroll box.
5. Press **ENTER** (Ok) to save your changes, or press **TAB** and press the **SPACEBAR** (Reset) to revert to original colors, or press **ESC** (Cancel) to close the box without making changes.

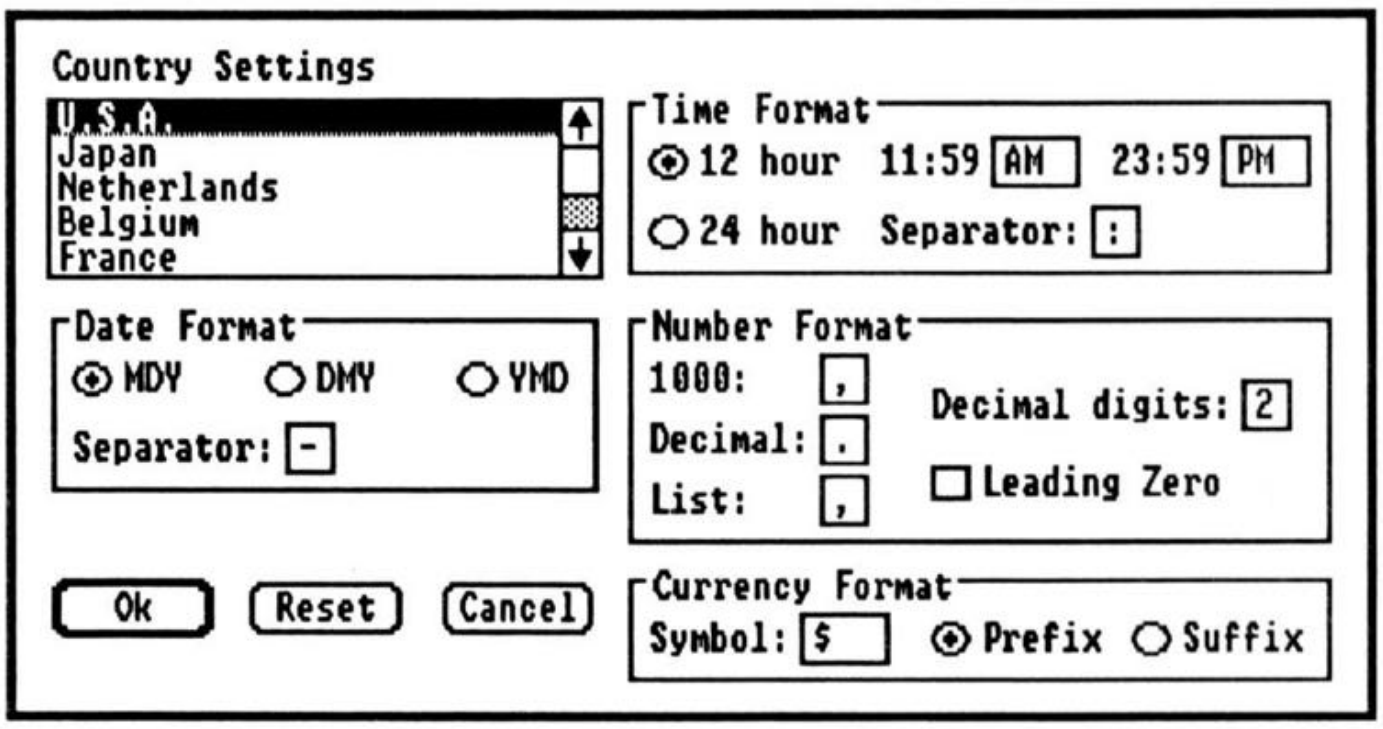
Swapping the Mouse Buttons

The Mouse command lets you swap the left and right buttons on a multiple-button mouse. To change Button 1 to the rightmost button, making the mouse easier for left-handed operators to use, click the right option button. Click the left option button to switch back.



Changing Country Settings

The Country Settings command lets you use preferred settings from one of several countries. The country you choose when installing the system is the default country. To change the settings, choose the preferred country in the list box to have automatic defaults set for the time, date, currency, and other settings for that country.



Override the defaults by choosing options in each option area, if you wish. Then choose Ok to process the changes. Choose Cancel to leave the settings as they were.

Chapter Four

Using the Clipboard Viewer and Print Spooler

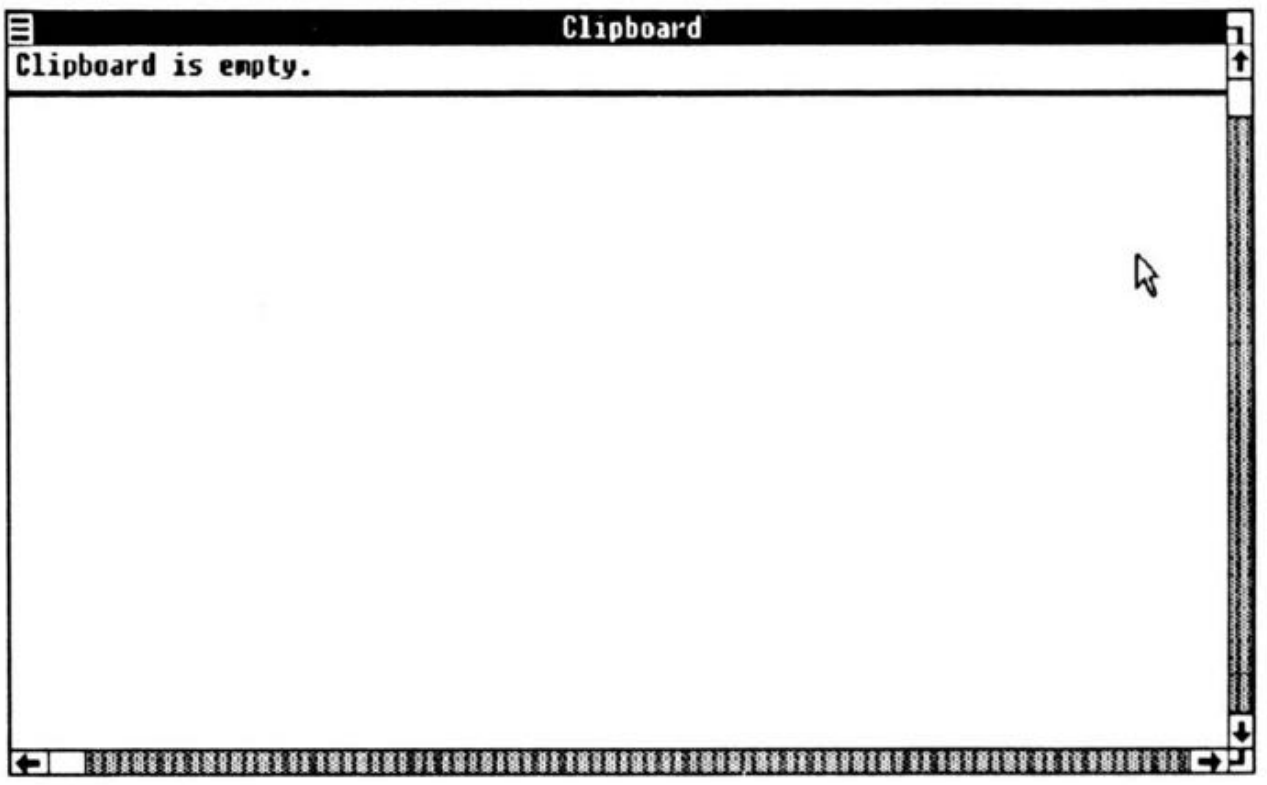
The Clipboard Viewer and the Print Spooler are two accessories to Microsoft Windows used by some Windows applications. Some Micrografx programs have access to the Clipboard Viewer and all use the Print Spooler. This section describes how to use them.

Using the Clipboard Viewer

The Clipboard is an electronic data storage area used by Windows applications. The Clipboard Viewer, CLIPBRD.EXE, is an application which displays the contents of the Clipboard. The Clipboard command in the System menu loads the Clipboard Viewer, displaying the data currently in the Clipboard.

To run the Clipboard Viewer:

- Choose the Clipboard command from the System menu.

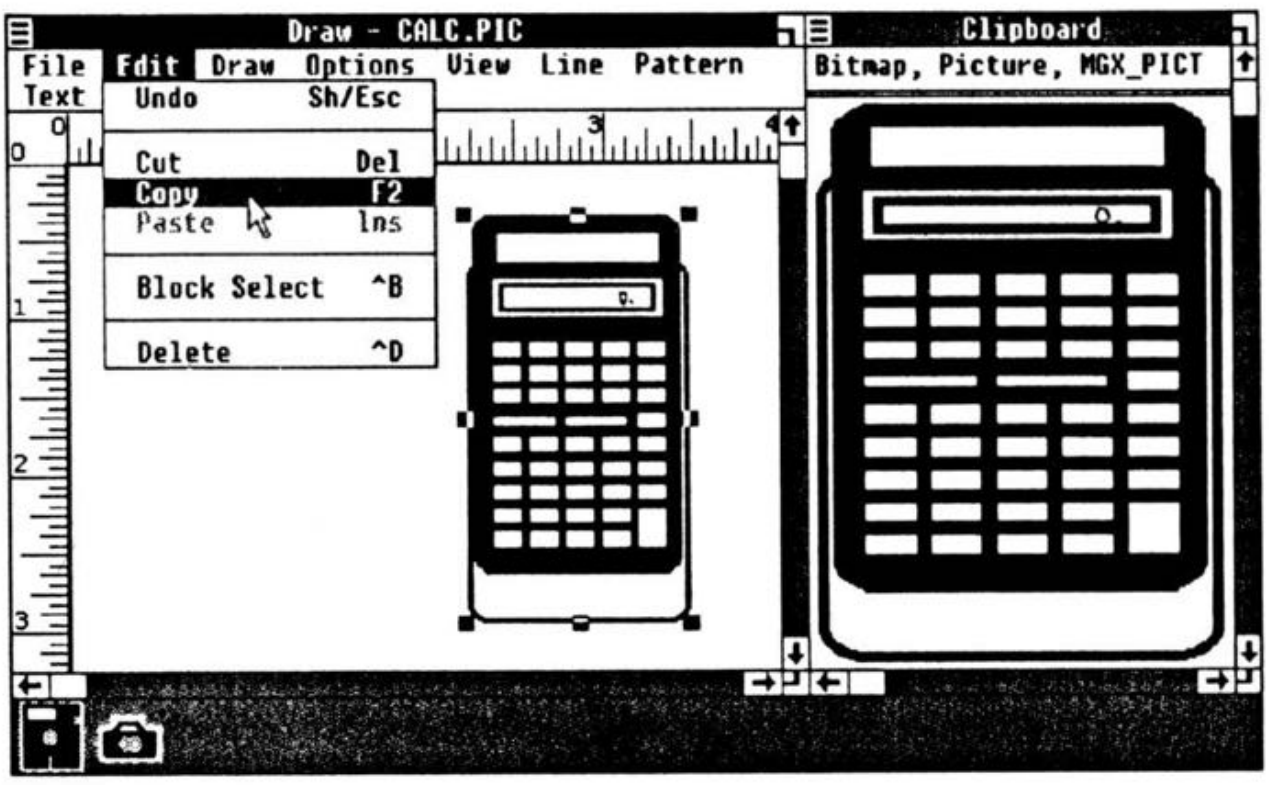


If no data is in the Clipboard, you see "Clipboard is empty." If data is in the Clipboard, you see the acceptable formats for transferring the data.

These formats are used by Micrografx Windows-compatible programs.

Format:	**What it is:**
picture	Windows metafile format
MGX_PICT	Micrografx picture format
MGX_DRAW	Enhanced Micrografx picture format
bitmap	bitmap
Sylk	one of several formats used by spreadsheet applications
text	text

In this example, data (a drawing composed of symbols) was copied from Windows DRAW to the Clipboard. You see the data in the Clipboard.



The Clipboard Viewer lists the formats that can be used to paste the data into a Windows application. An application that accepts the bitmap format (Windows Paint), the picture format (Windows Write, PC PageMaker) or the MGX_PICT format (In*a*Vision, Windows DRAW, Windows GRAPH) may receive this data from the Clipboard.

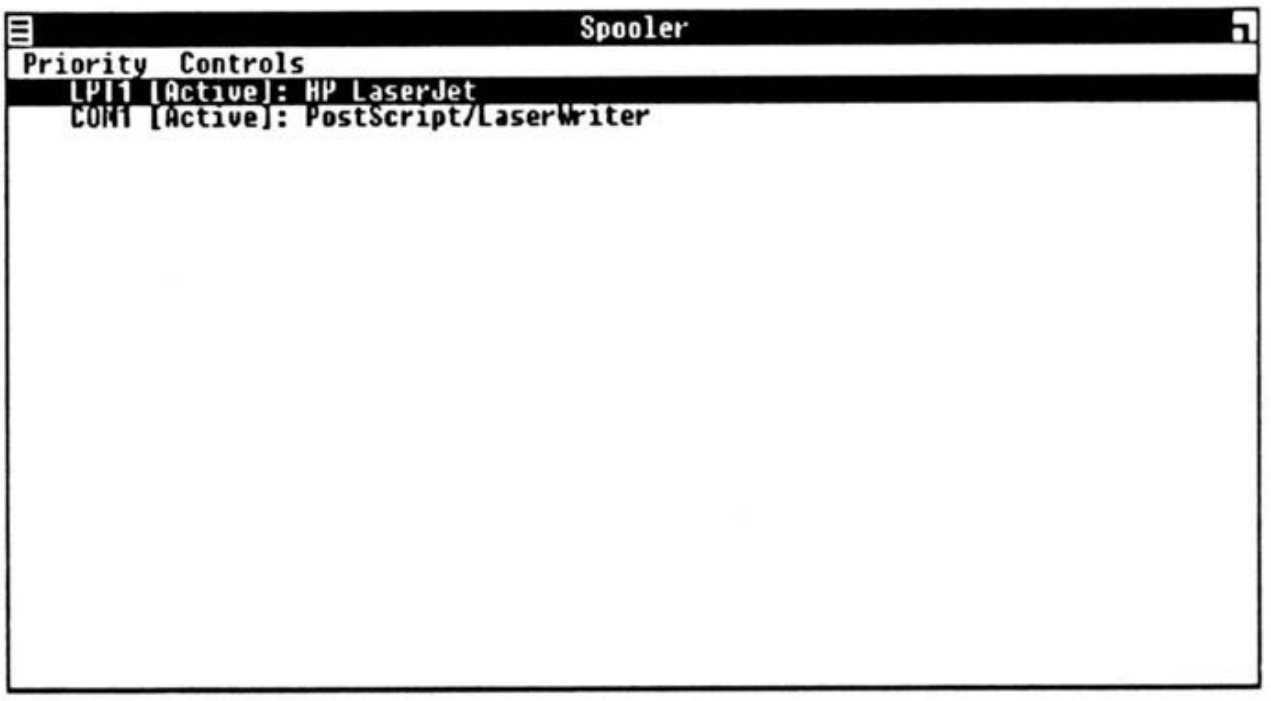
To close the Clipboard:

- Choose Close from the Clipboard System menu.
  OR
- Double click the Clipboard System menu box.

Note For more information about the Clipboard, including how to empty its contents, refer to the User's Guide for the Micrografx program you have.

Using the Print Spooler

When you choose a Print command in a Windows-compatible program, Windows runs the Print Spooler accessory program. The Print Spooler opens a print file and begins to send the file to the printer. A Print Spooler icon appears in the icon area. You can expand the Print Spooler icon into a window to control the print operation.



Use the Priority menu commands to control how fast you want to print your work.

- Choose the High command to print your work faster. If other applications are running, they will run more slowly because the computer is giving high priority to the print operation.
- Choose the Low command to print more slowly, allowing the computer to give more resources to other applications.

You can interrupt or cancel the printing operation after the file is spooled and printing begins using the Pause and Terminate commands.

To terminate or pause printing:

1. Expand the Print Spooler icon into a window. The filename of the file that is printing is highlighted.
2. Choose the Terminate command from the Controls menu. The printing stops. (Alternatively, choose the Pause command to interrupt printing and the Resume command to restart printing.)

Caution If you terminate a print operation, you may need to reset your printer (turn it off and then on), adjust the paper, or reset the top of the page.

The Print Spooler sometimes displays information about a print operation. If the Spooler has a message, but the Spooler window or icon is not selected, its title bar or icon flashes. Select the Spooler's window or icon to display the message.

If you are not running under Microsoft Windows, when you close your Micrografx program the Print Spooler icon (or window) remains active. To return to DOS, close the Print Spooler with the Close command in its System menu.

Appendix A

Making Changes to the WIN.INI File

(for advanced users)

Settings for many Windows features are in the WIN.INI file. Every time you start Windows or a Windows application, the program checks the settings in this file.

Settings that you change in the Control Panel automatically change the WIN.INI file. Usually you will make necessary changes in the Control Panel. Although you rarely need to, you can change the settings in the WIN.INI file, if you wish, to make Windows work the way you want it to.

If you make changes to the WIN.INI file, first copy the original file to another filename. Then if you decide to revert to the original file, you can simply rename it WIN.INI.

This section describes how to make some of the common changes to the WIN.INI file.

Editing the WIN.INI File

You can edit the WIN.INI file with any text editor, such as EDLIN or Personal Editor, or in a word processor. If you edit the file in a word processor, save it as an ASCII text file (that is, unformatted). Windows cannot read a formatted text file.

Turning off the Print Spooler

The Print Spooler spools output data to your disks. To conserve disk space and speed printing, especially if you have a two-disk drive system, you may want to turn the Print Spooler off.

The line to edit in the WIN.INI file is: spooler=yes

Edit the line to read: spooler=no

When you restart the program, the spooler is disabled.

Creating an Output File

You can send printer or plotter output to a file rather than to a printer port. If the printer you want to use is not connected to the computer you are using, print to a disk file and then output the file on a computer that has the printer you want.

Edit the [ports] section of the WIN.INI file to include the name of an output file.

The [ports] section can have up to eight listings. Add a new line for the output file by typing **OUT.PRN=**. For example:

```
[ports]
LPT1:=
LPT2:=
LPT3:=
COM1:=9600,N,8,1,p
COM2:=9600,N,8,1,p
OUT.PRN=
```

After editing the WIN.INI file, open the Control Panel. Choose the Connections command from the Setup menu. Select the printer from the Printer list box and then select the output filename from the Connections list box. Choose Ok.

Before printing a file in a Micrografx program, select the new device with the Change Printer command.

Note The Print Spooler must be active to spool to an output file.

Appendix B

Device Drivers

Micrografx programs are developed using the device-independent Microsoft Windows environment and can produce output on any device with a Windows-compatible driver.

Graphics Adapters

The README.DOC file lists device drivers available since this printing. In addition, we are testing and releasing many more device drivers. Call for information about the drivers you need.

Drivers are available for these graphics adapters:

AT&T DEB Board
*Conographics Conovision 1440
*Control Systems Transformer Card
Emulex/Persyst BoB/16 and BoB/MG Boards
Hercules Graphics Adapter
*HP Vectra Multi-mode Display
IBM Color Graphics Adapter
IBM Enhanced Graphics Adapter
*Moniterm Viking I
MonoDisplay Systems Genius Graphics Adapters
*Sigma Color 400
*STB Multi Res
*Tseng EVA
*Video-7 Vega and Vega Deluxe with NEC Multi-sync Monitor
*Wyse WY-700 Graphics Subsystem

*Not shipped with Micrografx programs; call (214) 234-1769 to obtain these drivers.

Printers and Plotters

Drivers are available for these printers and plotters:

AMT Office Printer and *Color Inkjet
Apple LaserWriter and all PostScript compatible devices
C-Itoh 8510
Epson FX-80, FX-100, MX-80, LQ1500
HP LaserJet, LaserJet Plus, *2603, *ColorPro, *QuietJet, and ThinkJet
HP 7470A, 7475A, 7550, and compatibles
Houston Instrument DMP Plotters
IBM Graphics Printers, *Color Printer, *3812 Page Printer, and Proprinter
NEC 3550, P2, and P3
Okidata 92, 93, 192, 193
Roland DXY 980 and DXY 990
Star Micronics SG-10
Texas Instruments 855 and 851
Toshiba 1351 and *P351
Xerox 4020 Color Printer

*Not shipped with Micrografx programs; call (214) 234-1769 to obtain these drivers.

Input Devices

Drivers are available for these input devices:

AT&T Mouse
FTG Data Systems Light Pen and PXL-350 Single Pixel Board
Kraft Joy Stick
*Kurta Penmouse and Series I, II, and III Digitizers
Logitech Mouse
LPC Light Pen
*Maynard Electronics Mouse
Microsoft Mouse
Mouse Systems PC Mouse
VisiOn Mouse

*Not shipped with Micrografx programs; call (214) 234-1769 to obtain these drivers.

Appendix C

System Messages

This section describes Windows messages that may appear in a dialog box. If you receive a message, read it and then choose Ok to close the dialog box. Some dialog boxes have a Retry command button if you want to try the operation again (press ENTER).

Cannot read from device *device*

The program is unable to read from the specified DOS device.

The specified device was not available for input. Be sure the device is properly set up (and, if appropriate, turned on). Choose Retry to try the operation again, or Cancel to end the operation. See your DOS manual for further information about device names and errors.

Cannot read from drive *d*

There is no disk in the specified drive.
The disk drive door may be open or the disk may not be inserted properly (if a floppy disk drive is specified).
The program could not read the disk in the drive you specified. The disk may be defective, damaged, or unformatted. (See your DOS manual for details about disk errors.)

Choose Retry to try the operation again. If a floppy disk drive is specified, be sure the disk is properly inserted. If you continue to receive this message, choose Cancel. You may want to run the DOS CHKDSK program to check the disk.

Cannot write to device *device*

The program is unable to write to the specified DOS device.

The specified device was not available for output. Be sure the device is properly set up (and, if appropriate, turned on). Choose Retry to try the operation again, or Cancel to end the operation. See your DOS manual for further information about device names and errors.

Cannot write to drive *d*

There is no disk in the specified drive.
The disk drive door may be open or the disk may not be inserted properly (if a floppy disk drive is specified).
The program could not read the disk in the drive you specified. The disk may be defective, damaged, or unformatted. (See your DOS manual for details about disk errors.)

Choose Retry to try the operation again. If a floppy disk drive is specified, be sure the disk is properly inserted. If you continue to receive this message, choose Cancel.

Insert *program* **or** *disk name* **in disk drive** *d*

The program needs a file that is not on the disk in the active drive.

Insert the specified disk and choose Ok.

Not enough memory to run

Windows tried to run a standard application that requires more memory than is currently available.

Close one or more windows, then try again.

Write-protected disk in drive *d*

The disk in drive d *is write-protected.*

To write to this disk, remove the write-protect tab and choose Retry. Otherwise, choose Cancel.

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